

**SECTION J - LIST OF ATTACHMENTS**

---

**ATTACHMENT J-1**  
**BUILDING INFORMATION**

## **ATTACHMENT J-1, BUILDING INFORMATION**

---

**Building:** Hugo L. Black United States Courthouse

**A. Building Data:**

Location: Birmingham, Alabama  
Height of Building: 140 Feet  
Depth of Window Wells: N/A  
Number of Stories: Basement through Nine Floors  
Building Completed: 1987  
Population: 200-250 (varies according to court schedule)  
Official Working Hours of Building Occupants: 7:00 AM - 5:30 PM

**B: Building Statistics:**

Gross Area: 184,000 SF  
Occupiable Area: 122,899 SF  
Net Cleaning Area: 151,413 SF  
Gross Area of Main Corridor (Total): 1,143 SF  
Gross Area of Main Corridor (Carpeted): 678 SF  
Gross Area of Secondary Corridor (Total) 14,220 SF  
Gross Area of Secondary Corridor (Carpeted): 12,811 SF  
Gross Area of Lobbies and Entrances: 9,498 SF  
Toilet Fixtures: 260 Fixtures  
Exterior Windows: 625 Windows  
Venetian Blinds: 625 Blinds  
Executive Space, Court and Jury Rooms, Judges Chambers (Carpeted): 11,556 SF  
General Office, File Rooms, Libraries, Conference Rooms etc. (Bare Floor): 6,459 SF  
(Carpeted): 53,800 SF  
Vending Area: 1,304 SF  
Storage Space: 3,025 SF  
Stairways (Flights): 22 Flights  
Passenger Elevators: 6 Elevators  
Garage and Ramps: 13,319 SF  
Hard Floor Area to be Sealed: 6,459 Sf  
Total Rugs and Carpet in the Building: 95,127 SF  
Vacant Space: 5,400 SF

**C. Outside Ground:**

Outside Area to be Policed: 10,400 SF  
Turf Area: 11,200 SF  
Edging: 1000 SF  
Shrubs: 800 Shrubs  
Trees: 45 Trees  
Parking Lot Area: 50,500 SF

**Note:** The Contractor is responsible for verifying the accuracy of building measurements.

**SECTION J - LIST OF ATTACHMENTS**

---

**ATTACHMENT J-2**

**CLEANING WORK AND QUALITY REQUIREMENTS**

**Cleaning Work and Quality Requirements**

	<u>PAGE</u>
1. Toilet Rooms .....	J-2 (2)
2. Room Cleaning .....	J-2 (4)
3. Main Entrances, Main Lobbies, and Main Corridors .....	J-2 (7)
4. Secondary Entrances, Secondary Lobbies, and Secondary Corridors (Including Postal Space, where applicable) .....	J-2 (8)
5. Stairways .....	J-2 (11)
6. Loading Dock Areas .....	J-2 (11)
7. Rear Entrance - Patio Area .....	J-2 (12)
8. Garages .....	J-2 (12)
9. Passenger Elevators .....	J-2 (12)
10. Ash Receptacles .....	J-2 (13)
11. Drinking Fountains .....	J-2 (13)
12. Guard Booths, Desks, or Counters .....	J-2 (13)
13. Clinical Areas and Clinical Laboratories .....	J-2 (14)
14. Exterior Cleaning .....	J-2 (16)
15. Telephone Areas (Public) .....	J-2 (17)
16. Storage Space .....	J-2 (17)
17. Entrance and Elevator Rugs .....	J-2 (17)
18. Windows and Glass .....	J-2 (18)
19. Venetian Blinds .....	J-2 (18)
20. High Cleaning .....	J-2 (18)
21. Hard Floor Maintenance .....	J-2 (18)
22. Floor Mats .....	J-2 (19)
23. Cleaning of Janitors Closets .....	J-2 (19)
24. ADP Areas .....	J-2 (19)
25. Health Units .....	J-2 (19)
26. Utility Work .....	J-2 (20)
27. Miscellaneous Requirements .....	J-2 (20)
28. Carpet Shampooing and Soil Extraction Method .....	J-2 (21)
29. Solid Waste Disposal/Removal .....	J-2 (22)
30. Snow Removal .....	J-2 (23)
31. Detention (Jail) Cells .....	J-2 (24)
32. Lawn, Ground Maintenance, Interior/Exterior Plant Work .....	J-2 (24)
33. Pest Control .....	J-2 (26)

**Cleaning Requirements:**

**1. Toilet Rooms:** (Including private toilet rooms and lounges, showers, holding cells, locker rooms and utility sinks.)

Twice a day first between 9:00 am and 11:00 am and, again, between 2:00 pm and 3:30 pm, empty waste receptacles and service dispensers, police rooms, clean mirrors, fixtures and wash basins. Report broken items to the COR.

NOTE: The contractor will replenish all dispensers in all of the toilet rooms to maximum capacity during the afternoon of the last day of the order period. Paper supplies and hand soap remaining at the termination of the last official work day will not be removed from the dispensers.

**Quality Requirement:** All dispensers will be filled with contractor provided supplies; soap must be compatible with the provided dispenser. Waste receptacles will be emptied. Toilet stall feminine product receptacles will be lined with plastic bags or waxed paper bags and will be emptied, disinfected and a new bag inserted.

**A. Daily:**

(1) Sweep and wet mop or scrub floor utilizing a cleaner-disinfectant.

**Quality Requirement:** The floors will be clean and free of dirt, water streaks, mop marks, string, gum grease, tar and present an overall appearance of cleanliness. All surfaces, baseboards, and corners will be clean and dry.

(2) Clean all surfaces and fixtures to include toilets, urinals, vents, shelving, wash basins, shower stalls, partitions, mirrors, waste receptacles, dispensers and wall surfaces, utilizing a cleaner-disinfectant. Raise toilet seats.

**Quality Requirement:** All fixtures and surfaces will be clean, bright, and there will be no dust spots, soil substances discoloration, rust, green mold, encrustation, or excess moisture.

(3) Empty waste receptacles, replenish paper towel, soap, toilet area and seat cover dispensers. Empty, clean and disinfect feminine product receptacle; replace soiled bags with new ones. Report items in need of repair, to include any portion of the fixtures, walls partitions, tile soap dispenser, in writing to the COR.

**Quality Requirement:** All dispensers will be filled with contractor provided supplies; soap must be compatible with the provided dispenser. Waste receptacles will be emptied. Toilet stall feminine product receptacles will be lined with plastic bags and will be emptied, disinfected and a new bag inserted.

**B. Weekly: Damp mop and spray buff all resilient floors.**

**Quality Requirement:** Floors will be slip resistant, free of marks, skipped areas, streaks, and mop strands. Walls, baseboards and other surfaces will be free of splashing and markings from the equipment. The finished areas will have a uniform luster. There will be no build-up of finish in corners or crevices.

**C. Every Two Weeks:** Damp wipe the entire surface area of all rest room walls, doors, windows, window frames, vents, sills and wastepaper receptacles, utilizing a multi-purpose disinfectant-deodorizer cleaner

**Quality Requirement:** All dirt, dust, water stains, spots, streaks and smudges will be removed from the surfaces.

**D. Semi-Annually:**

- (1) Strip and apply four coats of floor finish to resilient floors. Strip and seal all hard floors. Note: Under no circumstances will dry stripping methods be used.

**Quality Requirement:** All old finish or wax will be removed. There will be no evidence of gum, rust, burns or scuff.

- (2) Strip floor and apply a finish using an approved floor care program which is equal to or exceeds the requirements in D (1) above. Any change during the term of this order, including any options exercised by the Government, must be approved by the COR.

**NOTE:** Alternate floor care in rest-rooms will not preclude daily mopping or scrubbing.

**Quality Requirement:** All old finish or wax will be removed. There will be no evidence of gum, rust, burns or scuff. Walls, tile cove base, and other vertical surfaces will be free of finish residue and marks from equipment. Floors will be free of streaks, mop strand marks, and skipped areas. The finished area will have uniform luster and be slip resistant. Sealant must adhere to the floor. All floor areas must be evenly coated with slip resistant seal. Spots and stains will be eliminated.

**2. Room Cleaning:** Includes all areas not specifically identified elsewhere in this order.

**A. Daily:**

- (1) Empty all waste baskets, insert plastic trash bags, and remove trash to the loading dock or location specified by the COR. Empty ashtrays into a separate metal container and damp wipe. Clean mirrors and supply paper towels where dispenser are provided.

## ATTACHMENT J-2, CLEANING WORK AND QUALITY REQUIREMENTS

Clean the rooms used for the collection of solid wastes. Wash or steam clean all cans used for collection of food remnants, inside and out. Note: Cart and containers used for the collection and/or storage of waste material will be non-combustible or flame resistant construction and will be leakproof.

**Quality Requirement:** All solid wastes generated in the building except solid wastes, generated in the cafeteria, if any, will be collected and removed to storage areas designated for trash by the COR. Ash trays will be free of residue, streaks, and spots.

(2) Clean both sides of plate glass entrance doors to offices within the building.

**Quality Requirement:** Glass will be clean and free of dirt, dust, streaks, watermarks, spots and grime and shall not be cloudy.

(3) In office areas, classrooms, file rooms, libraries, conference rooms and ADP areas:

- a. Sweep bare floor and vacuum carpet in traffic patterned areas and extend the sweep or vacuum to remove obvious dirt and debris from around and under furniture.

**Quality Requirement:** Carpet surfaces shall be free of obvious dirt, dust and other debris.

- b. Dust with a treated cloth all horizontal surfaces that are readily available and visibly require dusting.

**Quality Requirement:** Floor surfaces shall be free of obvious dirt and debris. All horizontal surfaces shall be free of obvious dust.

(4) In court and jury rooms, judge's chambers and health units thoroughly dust all horizontal surfaces of furniture and clean glass desk tops. Thoroughly, vacuum full rug area and sweep full floor area daily. Clean washbasins and mirrors, as necessary; supply paper towels where dispensers are provided.

**NOTE:** In dusting of horizontal spaces, working papers shall not be disturbed. However, desk type items shall be lifted and dust removed from the surrounding areas.

**Quality Requirement:** There shall be no dust streaks. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting. Glass desk tops shall be free of dirt, dust, streaks and spots. Carpets including corners shall be free from dust balls, dirt and other debris, nap on carpets shall lie in one direction upon completion of the vacuuming task. Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors.

- (5) Spot clean carpet to remove all stains.

**Quality Requirement:** Excessive build-up, spillage or crusted material, will have been removed along with spots, smears and stains. There will be no evidence of fuzzing caused by harsh rubbing or brushing of carpet. Cleaned areas shall blend with adjacent areas.

**B. Monthly:**

- (1) In office areas, class rooms, file rooms, libraries, conference rooms and ADP areas:

- A. Thoroughly dust horizontal surfaces of furniture and all wall surfaces within approximately 70 inches off the floor and vertical surfaces and under surfaces (knee walls, chair rungs, table legs, etc.) Clean glass tops.
- B. Thoroughly vacuum carpet with vacuum cleaners equipped with brushes and/or beater bars.

**Quality Requirements:** There shall be no dust streaks. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting. Glass desk tops shall be free of dirt, dust, streaks and spots. Carpets including corners shall be free from dust balls, dirt and other debris, nap on carpets shall lie in one direction upon completion of the vacuuming task. Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors.

- (2) Spot clean wall surfaces within approximately 70 inches off the floor.

**Quality Requirements:** There shall be no dust streaks. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting. Glass desk tops shall be free of dirt, dust, streaks and spots. Carpets including corners shall be free from dust balls, dirt and other debris, nap on carpets shall lie in one direction upon completion of the vacuuming task. Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors. See

- (3) In court and jury rooms, judge's chambers and health units:

- a. Thoroughly dust all vertical surfaces and under surfaces of furniture (knee wells, chair rungs, table legs, etc.)
- b. Damp wipe both sides of glass in doors, partitions, and bookcases, and any other glass within approximately 70 inches off the floor.



**Quality Requirements:** There shall be no dust streaks. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting. Glass desk tops shall be free of dirt, dust, streaks and spots. Carpets including corners shall be free from dust balls, dirt and other debris, nap on carpets shall lie in one direction upon completion of the vacuuming task. Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors. See

**C. Semi-annually:**

In office areas, classrooms, file rooms, libraries, conference rooms and ADP areas:

- (1) Damp wipe glass in interior office doors, partitions and bookcases.
- (2) Strip, wax and buff wood flooring. Water solutions shall not be used on wood flooring.

**Quality Requirements:** Glass will be clean and free of dirt, dust, streaks, watermarks, spots and grime and shall not be cloudy. Wooden floors will be stripped and paste waxed in accordance with the paste wax manufacturer's instructions. All old finish or wax shall be removed. There shall be no evidence of dirt, soil substances, gum, rust, burns, scuff marks, or other foreign matter and have no powdery residue. There shall be no build-up in corners or crevices. Walls, tile cove base, and other vertical surfaces will be free of finish residue and marks from equipment. Floors will be free of streaks, mop strand marks, and skipped areas. The finished area will have uniform luster and be slip resistant. Sealant must adhere to the floor. All floor areas must be evenly coated with slip resistant seal. Spots and stains will be eliminated.

NOTE: Alternate floor care in rest rooms will not preclude daily mopping or scrubbing.

**D. Annually:** Strip and apply four coats of floor finish to all hard and resilient flooring.

Note: Dry stripping procedures shall not be used within the building.

**Quality Requirements:** Wooden floors will be stripped and paste waxed in accordance with the paste wax manufacturer's instructions. All old finish or wax shall be removed. There shall be no evidence of dirt, soil substances, gum, rust, burns, scuff marks, or other foreign matter and have no powdery residue. There shall be no build-up in corners or crevices. Walls, tile cove base, and other vertical surfaces will be free of finish residue and marks from equipment. Floors will be free of streaks, mop strand marks, and skipped areas. The finished area will have uniform luster and be slip resistant. Sealant must adhere to the floor. All floor areas must be evenly coated with slip resistant seal. Spots and stains will be eliminated.

**E. Services to be performed at a frequency to maintain quality standards:**

- (1) Wash, damp wipe and/or provide plastic liners for wastebaskets to keep them in an acceptable condition.
- (2) Wipe down and treat surfaces of wood paneling.

**Quality Requirements:** Wastebaskets will be free of spillage, dust debris, and residue. Plastic liners shall not be torn, worn, or contain residue.

Paneling will be free of soil substances, dust, streaks and sots.

**3. Main entrances, Main Lobbies, and Main Corridors**

**A. Daily:**

- (1) Sweep bare floors and vacuum carpeted floor areas. Clean and polish door knobs, push bars, kick plates, railings and metal surfaces; clean and polish handrails, doors and wood surfaces; clean spots and marks off walls, dust all surfaces within approximately 70 inches from the floor. Spot clean carpet. Walk-off mats will be cleaned of dirt, gum debris. Report any items needing repair to the COR in writing.

**Quality Requirements:** Floors will be clean and free of trash and foreign matter. No dirt will be left in corners, behind radiators, under furniture or behind doors.

**Carpet Spot Cleaning:** Build-up, spillage or crusted material, will have been removed along with spots, smears and stains. There will be no evidence of fuzzing caused by harsh rubbing or brushing of carpet. Cleaned areas shall blend with adjacent areas.

Carpets shall be clean and free from dust balls, dirt and other debris, nap on carpets will lie in one direction upon completion of vacuuming task.

Surfaces will be free of smears, stains and finger prints. Surfaces shall be clean, bright and polished to a uniform luster.

Wood surfaces will be clean and free of smudges and residue.

Smudges, marks or spots will have been removed without causing discoloration.

There will be no dust streaks. Corners, crevices, moldings and ledges will be free of all dust. There will be no oils, spots or smudges on dusted surfaces caused by dusting tools.

- (2) Damp mop and spray buff all hard and resilient floors.

**Quality Requirement:** Floors will be free of streaks, mop strand marks and skipped areas. Walls, baseboards, and other surfaces shall be free of splashing and markings from the equipment.

- (3) Clean both sides of entrance door glass and surrounding entrance doors.

**Quality Requirement:** All glass will be clean and free of dirt, grime, dust, streaks, watermarks, spots, and will not be cloudy.

#### **B. Quarterly**

- (1) Clean and polish door thresholds.

**Quality Requirements:** Thresholds will be clean and free of oil, grease, dirt and grime.

#### **C. Semiannually:**

- (1) Strip floor and apply a finish using an approved floor care program. Any change during the term of this order, including any options exercised by the Government, must be approved by the COR.

**NOTE:** Alternate floor care in rest rooms will not preclude daily mopping or scrubbing.

**Quality Requirement:** All old finish or wax will be removed. There will be no evidence of gum, rust, burns or scuff. Walls, tile cove base, and other vertical surfaces will be free of finish residue and marks from equipment. Floors will be free of streaks, mop strand marks, and skipped areas. The finished area will have uniform luster and be slip resistant.

- (2) Carpet will be shampooed using the soil extraction method.

**Quality Requirement:** All carpets will be clean, free of spots, spillages and removable stains. There will be no evidence of fuzzing caused by harsh rubbing or brushing.

#### **4. Secondary Entrances, Secondary Lobbies, and Secondary Corridors (including Postal Space, where applicable)**

##### **A. Daily:**

Sweep bare floors and vacuum carpeted floor areas. Clean and polish door knobs, push bars, kick plates, railings and metal surfaces; clean and polish handrails, doors

and wood surfaces; clean spots and marks off walls, dust all surfaces within approximately 70 inches from the floor. Spot clean carpet. Walk-off mats will be cleaned of dirt, gum, and other debris. Report any items needing repair to the COR in writing.

**Quality Requirements:** Floors will be clean and free of trash and foreign matter. No dirt will be left in corners, behind radiators, under furniture or behind doors.

**Carpet Spot Cleaning:** Build-up, spillage or crusted material, will have been removed along with spots, smears and stains. There will be no evidence of fuzzing caused by harsh rubbing or brushing of carpet. Cleaned areas shall blend with adjacent areas.

Carpets shall be clean and free from dust balls, dirt and other debris, nap on carpets will lie in one direction upon completion of vacuuming task.

Surfaces will be free of smears, stains and finger prints. Surfaces shall be clean, bright and polished to a uniform luster.

Wood surfaces will be clean and free of smudges and residue.

Smudges, marks or spots will have been removed without causing discoloration.

There will be no dust streaks. Corners, crevices, moldings and ledges will be free of all dust. There will be no oils, spots or smudges on dusted surfaces caused by dusting tools.

(2) Damp mop and spray buff all hard and resilient floors.

**Quality Requirement:** Floors will be free of streaks, mop strand marks and skipped areas. Walls, baseboards, and other surfaces shall be free of splashing and markings from the equipment.

(3) Clean both sides of entrance door glass and surrounding entrance doors.

**Quality Requirement:** All glass will be clean and free of dirt, grime, dust, streaks, watermarks, spots, and will not be cloudy.

## **B. Quarterly**

(1) Clean and polish door thresholds

**Quality Requirements:** Thresholds will be clean and free of oil, grease, dirt and grime.

## **C. Semiannually:**

## ATTACHMENT J-2, CLEANING WORK AND QUALITY REQUIREMENTS

(1) Strip floor and apply a finish using an approved floor care program (which is equal to or exceeds the requirements in C (1) above.) Any change during the term of this order, including any options exercised by the Government, must be approved by the COR.

**NOTE:** Alternate floor care in rest rooms will not preclude daily mopping or scrubbing.

**Quality Requirement:** All old finish or wax will be removed. There will be no evidence of gum, rust, burns or scuff. Walls, tile cove base, and other vertical surfaces will be free of finish residue and marks from equipment. Floors will be free of streaks, mop strand marks, and skipped areas. The finished area will have uniform luster and be slip resistant.

(2) Carpet will be shampooed using a soil extraction method.

**Quality Requirement:** All carpets will be clean, free of spots, spillages and removable stains. There will be no evidence of fuzzing caused by harsh rubbing or brushing.

### **5. Stairways**

**A. Three times Weekly:** Sweep, or vacuum stair landings and steps. Dust railings, ledges, grilles, stand pipes. Spot clean walls, doors, radiators, and stairs/landings to remove any spillages. Report any items in need of repair in writing to COR.

**Quality Requirement:** Landings and treads shall be free of dirt, dust, and other loose foreign matter. Railings, ledges, grilles, fire apparatus, doors and radiators will be dust free.

**B. Monthly:** Wet mop or scrub steps, risers and landings; clean glass surfaces and polish bright metal and woodwork. Spot clean walls to a height of approximately 70 inches.

**Quality Requirements:** Steps, risers, and landings will be clean and free of dirt, water streaks, mop marks, string, gum grease, tar and present and overall appearance of cleanliness. All surfaces will be dry and the corners clean.

Glass will be clean and free of dirt, dust, streaks and spots.

Bright metal surfaces will have a polished and lustrous appearance.

Wood surfaces shall be free of dirt, dust, streaks and spots.

Interior corridor walls such as masonry, wood, vinyl, cloth fabric and painted wall surfaces shall be cleaned free of dust spots, stains and discolorations.

**6. Loading Dock Areas (includes platforms, docks, lifts)**

**A. Daily: Sweep**

**Quality Requirement:** Loading dock areas will be clean and free of trash, debris, and foreign matter. No dirt will be left in corners or crevices.

**B. Quarterly: Wet mop or scrub.**

**Quality Requirement:** Area will be clean and free of dirt, string, gum, grease, tar, oil spots, and present an overall appearance of cleanliness. All surfaces shall be dry and the corners clean.

**7. Rear Entrance - Patio Area**

**A. Weekly:** Wash down entire area with water hose, weather permitting.

**B. Annually:** Strip and apply 2 coats of sealant to all hard floors.

**Quality Requirements:** All services shall be free of finish residue and marks from equipment. Surfaces shall be free of streaks, mop strands, marks and skipped areas.

**8. Garages**

**A. Three Times a Week (Monday, Wednesday, Friday):** Police

**Quality Requirement:** Garage area will be free of all paper, trash, empty bottles and other discarded material.

**B. Every Two Weeks:** Wash down entire ramp area with water hose, weather permitting.

**C. Monthly:** Sweep garages and garage ramp.

**Quality Requirement:** Garages and ramps will be clean and free of trash and foreign matter. No dirt shall be left where sweepings were picked up.

**D. Quarterly:** Wet mop or scrub garages, ramps and driveways within the building confines.

**Quality Requirement:** The floors will be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, oil spots and present an overall appearance of cleanliness. All surfaces and corners shall be dry and clean.

#### **9. Passenger Elevators:**

**A. Daily:** Clean all surfaces in the interior car including floor track, and polish metal surfaces. Clean exterior surfaces of all doors and frames. Vacuum and spot clean carpets, damp mop and spray buff resilient floors.

**Quality Requirement:** All vertical and horizontal surfaces will be clean and free of dirt and dust. Surfaces shall be clean and free of finger marks and smudges. Metal surfaces shall have a polished and lustrous appearance. Floor track will be clean and free of cigarette butts, matches, dirt and grime. Elevator carpets will be free of dust balls, dirt and other debris.

All carpets will be clean, free of spots, spillages and removable stains. There will be no evidence of fuzzing caused by harsh rubbing or brushing.

Floor will be free of streaks, mop strand marks, and skipped areas. Walls, baseboards and other surfaces will be free of splashing and markings from the equipment. The finished area will have a uniform luster.

**B. Semi-Annually:** Strip and apply four coats of floor finish to all flooring. Note: Under no circumstances shall dry stripping methods be used. The contractor will comply with methods prescribed by the National Institute of Building Sciences Guidance Manual, Asbestos Operations and Maintenance Work Practices.

**Quality Requirements:** All old finish or wax shall have been removed. There shall be no evidence of gum, rust, burns or scuff marks.

Doors, walls, baseboards and other surfaces shall be free of finish residue, and marks. Floors will be free of streaks, mop strand marks, and skipped areas. The finished area will have a uniform luster.

#### **10. Ash Receptacles**

**A. Daily:** Empty and clean ash receptacles at rear entrance.

**Quality Requirement:** Cigarette butts, matches and other discarded material shall be removed from the receptacle wiped so that it is free of dust, ashes, odors, tar, streaks and nicotine stains. Replace sand in outside smoking urns as needed.

#### **11. Drinking Fountains:**

**Daily:** Clean drinking fountains and replenish paper cups where dispensers are provided.

**Quality Requirement:** The porcelain or stainless steel surfaces will be clean and bright and they will be free of dust, spots, stains, and streaks. Drinking fountains will be kept free of trash, ink, coffee grounds, etc.

#### **12. Guards Booths, Desks or Counters**

**A. Daily:** Empty and damp wipe ashtrays, empty wastebaskets, dust horizontal surfaces of furniture, vacuum carpet and sweep floors.

**Quality Requirement:** Floors will be clean and free of trash and foreign matter. No dirt will be left in corners, behind radiators, under furniture or behind doors.

**Carpet Spot Cleaning:** Build-up, spillage or crusted material, will have been removed along with spots, smears and stains. There will be no evidence of fuzzing caused by harsh rubbing or brushing of carpet. Cleaned areas shall blend with adjacent areas.

Carpets shall be clean and free from dust balls, dirt and other debris, nap on carpets will lie in one direction upon completion of vacuuming task.

Surfaces will be free of smears, stains and finger prints. Surfaces shall be clean, bright and polished to a uniform luster.

Wood surfaces will be clean and free of smudges and residue.

Smudges, marks or spots will have been removed without causing discoloration.

There will be no dust streaks. Corners, crevices, moldings and ledges will be free of all dust. There will be no oils, spots or smudges on dusted surfaces caused by dusting tools.

**Solid Waste Collection:** All solid wastes generated in the building except solid wastes, generated in the cafeteria, if any, will be collected and removed to storage areas designated for trash by the COR. Ash trays will be free of residue, streaks, and spots.



## ATTACHMENT J-2, CLEANING WORK AND QUALITY REQUIREMENTS

---

**Thorough Sweeping/Vacuuming:** Floor surfaces will be free of obvious spillage, stains, spots, or debris. Process to remove obvious dirt and debris from around and under furniture. Spot clean carpet to remove all spots. All carpet spots reported to the Custodial supervisor on the daily service call log will be removed within 24 hours of logged in date.

There will be no obvious dust streaks. Corners, crevices, moldings, ledges will be free of all obvious dust. There will be no oils, spots or smudges on desk glass or dusted surfaces.

### **13. Clinical Areas and Clinical Laboratories**

**Note:** Clinical areas include the urine testing areas, finger printing rooms, and kitchenettes.

**A. Twice a Day:** Waiting rooms shall be policed, drinking fountains and door glass cleaned.

**Quality Requirement:** Waiting rooms shall be free of all paper, trash, empty bottles and other discarded materials. There shall be no evidence of wads of gum, spots of tar, wet areas or other foreign substances on floors. Drinking fountains and glass surfaces shall present a clean appearance.

**B. Daily:** Empty and damp wipe waste baskets, dust all horizontal surfaces of furniture and clean glass desk tops. Vacuum full rug area and sweep full floor area. Clean wash basins and mirrors, as necessary to meet Quality Requirements; supply paper towels where dispensers are provided.

**Quality Requirements:** All solid wastes generated in the building except solid wastes generated in the cafeteria, if any, shall be collected and removed to storage areas designated for trash by the COR. There shall be no dust streaks. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools. When inspected with a flashlight, there shall be few traces of dust on any surface. Glass desk tops shall be free of dirt, dust, streaks and spots. Carpets shall be clean and free from dust balls, dirt and other debris; nap on carpets shall lie in one direction upon completion of the vacuuming task. Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors. Wash basins shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation, or excess moisture. Mirrors shall be clean and free of dirt, dust, streaks and spots.

**C. Weekly:**

- (1) Dust vertical surfaces and under surfaces of furniture (knee wells, chair rungs, table legs, etc.)

**Quality Requirement:** There will be no dust streaks. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools.

- (2) Damp mop and spray buff all hard and resilient floors.

**Quality Requirement:** Floor shall be free of streaks, mop strands, marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashings and markings from equipment. The finished area should have a uniform lustre.

#### **D. Monthly:**

- (1) Damp wipe both sides of all glass in doors, partitions, and bookcases, and any other glass within approximately 70 inches off the floor.

**Quality Requirement:** Glass shall be clean and free of dirt, dust, streaks, watermarks, spots and grime and shall not be cloudy.

- (2) Spot clean wall surfaces within approximately 70 inches off the floor.

**Quality Requirement:** Smudges, marks or spots shall have been removed without causing unsightly discolorations.

**E. Quarterly:** Clean by dusting or vacuuming surfaces and objects approximately 70 inches or more from the floor. This includes but is not limited to the wall and ceiling area adjacent to ventilating and air conditioning outlets, transoms, clocks, moldings around ceilings, top of partitions, overhead pipes, wall fans, pictures, plaques, wall or ceiling diffusers, file cases, bookcases, lockers, walls, etc.

**Quality Requirements:** Surfaces shall be clean and free of dust. Where glass is present, both sides shall be clean and free of streaks.

#### **F. Annually:**

- (1) Wash walls in waiting rooms, examination and treatment rooms, pharmacies and lab areas. (Cleaning methods and germicidal solutions shall be prescribed by the COR).

**Quality Requirements:** Walls shall be free of streaks or spots. There shall be no signs of overlapping. There shall be no smudge spots where cleaning of the upper and lower

## ATTACHMENT J-2, CLEANING WORK AND QUALITY REQUIREMENTS

halves of the wall overlap. Walls shall be uniformly clean. Woodwork on doors, windows, moldings, etc., shall be clean.

- (2) Strip and apply four coats of floor finish to resilient floors.

**Quality Requirements:** All old finish or wax shall have been removed. There shall be no evidence of gum, rust, burns or scuff marks. Water solutions shall not be used on wood flooring. Walls, baseboards and other surfaces shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform lustre.

### **14. Exterior cleaning:**

#### **A. Daily:**

- (1) Sweep entrances landing, steps and sidewalks, adjacent to entrances and police the area thoroughly in the morning before the occupants official starting time as shown in Section C.3.1.3.
- (2) Police all sidewalks, parking areas, driveways, lawns, weather permitting.

**Quality Requirement:** Areas shall be clean of all dirt and trash. No dirt will be left where sweepings were picked up. Area will be free of paper, bottles, and other discarded materials.

Areas will be free of all paper, gum, trash, empty bottles, and other discarded materials. Empty trash cans if full and replace plastic bag.

**B. Three times a week (Monday, Wednesday, Friday):** Weather permitting, wash down outside entrances with a water hose before occupants official starting time.

**C. Weekly:** Sweep sidewalks, parking areas, and driveways, including courts, weather permitting.

**Quality Requirements:** Areas will be clean of all dirt and trash. No dirt will be left where sweepings were picked up.

### **15. Telephone Areas (Public)**

**A. Daily:** Clean all vertical and horizontal surfaces

**Quality Requirement:** Vertical and horizontal surfaces will be clean and free of dirt, streaks and spots.

**16. Storage Space**

**A. Monthly:** Sweep and/or vacuum the full floor area.

**Quality Requirement:** Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors.

**17. Entrance and Elevator Rugs**

**Every Two Months:** Clean and shampoo entrance and elevator rugs as required to maintain quality standards but not less than six times a year.

**Quality Requirement:** Rugs will be clean and free of dirt, grime, stains, gum and crusted material.

**18. Windows and Glass (Option)**

**Semi-Annually:** Wash both sides of all exterior building windows, including spandrel glass, glass in and over exterior and vestibule doors, and all plate glass around entrances, lobbies and vestibules.

**Quality Requirement:** Washed glass will be clean and free of dirt, grime, streaks, and excessive moisture will not cloudy. Window sashes, sills, woodwork and other surroundings of interior glass will be wiped free of drippings and other watermarks. Windows which require cleaning on both sides will have the inside and the outside washed on the same day.

**19. Venetian Blinds (Option)**

**A. Annually:**

(1) Clean blinds in accordance with the manufacturer's requirements. Blinds will be returned and hung within three working days.

(2) Dust all blinds at a six month interval from the cleaning cycles.

**Quality Requirement:** All sides of blind, cord tapes and valances will be clean and free of dust and soiled surfaces. All surfaces will be free of dust.

**20. High Cleaning**

**Annually:** Clean all surfaces and objects in the building which are more than 70 inches above the floor level. This includes all wall and ceiling areas and anything affixed to or included in these surfaces

**Quality Requirement:** Surfaces will be clean and free of dust cobwebs. Where glass is present, both sides will be cleaned and free of streaks.

## **21. Hard Floor Maintenance**

**Annually:** In the first 90 days of the initial order period and any option period, all hard surfaces of brick, terrazzo, concrete, stone, marble, ceramic tile which were previously finished, will be stripped and the surfaces which previously sealed with a penetrating seal will be scrubbed. Subsequent to this preparation, apply a penetrating sealer which fills all pores of the matrix and becomes a bonded, integral part of the surface. Surface will be slip resistant.

**Quality Requirements:** All old finish or wax will have been removed. There will be no evidence of gum, rust, burns, or scuff marks. Sealant must adhere to the floor. All floor areas must be evenly coated. Spots and stains will be eliminated.

## **22. Floor Mats**

During inclement weather, lay out floor mats provided by the contractor in entrance ways and lobbies. Clean, remove and store mats when no longer needed.

**Quality Requirements:** Stored mats shall be clean and free of dirt, grime, gum, stains and any buildup and crusted material.

## **23. Cleaning of Janitor Closets**

Daily sweep and wet mop or scrub floor using a cleaner-disinfectant. Clean all fixtures, mirrors and shelving.

**Quality Requirement:** The floors will be clean and free of dirt, water streaks, mop marks, string, gum grease, tar and present an overall appearance of cleanliness. All surfaces, baseboards, and corners will be clean and dry.

## **24. ADP Areas**

**A. General:** Cleaning in ADP space shall be the same as room cleaning.

**B. Twice Weekly:** Floors shall be damp mopped and spray buffed.

**Quality Requirement:** Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashings and markings from the equipment. The finished areas should have a uniform lustre.

## **25. Health Units**

**A. General:** Cleaning shall be the same as room cleaning.

**B. Weekly:** Damp mop and spray buff all hard and resilient floors.

**Quality Requirements:** Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashings and markings from the equipment. The finished areas should have a uniform lustre.

## **26. Utility Work**

**A.** The utility man-hours shall be furnished as requested and identified by the COR. The work shall include but not be limited to the following activities: Approximately an average of 4 man-hours per day with a maximum 16 man-hours (for moving requirements reference 26.4. below) ; not accumulative.

(1) Service main lobbies and high public use areas.

**Quality Requirements:** Main lobbies and high public areas shall be free of all paper, trash, empty bottles and other discarded material. Wall hung and floor type ash receptacles shall be neat and presentable. There shall be no evidence of wads of gum, spots, or tar, wet areas or any foreign substances. Drinking fountains and glass surfaces shall be tidy.

(2) Servicing complaints and performing special cleaning required by vacating of space by building occupants; alterations to the building; special conference; clean-up work made necessary by toilet floods and similar occurrences.

(3) Assisting in loading, unloading and distribution of supplies.

(4) Moving furniture from one office to another as designated by COR. Rearranging furniture for a building occupant or other moving requirement as specified by COR. Assisting in the delivery of furniture as designated by COR to prepare the area for delivery and/or assist in the set up furniture.

(5) Provide additional cleaning and servicing requirements as identified by the COR.

(6) Day porters are readily available for cleaning spills in building occupant offices (toner, coffee, water or other stain causing materials) as identified by COR.

**27. Miscellaneous Requirements:**

- A. Lights will be used only in areas where, and at the time when, work is actually being performed.
- B. Mechanical equipment for heating, ventilation and air conditioning systems will not be adjusted by the custodial staff.
- C. Water faucets or valves will be turned off after the required usage has been accomplished.
- D. Windows will be closed and locked; and lights and fans turned off when not in use.
- E. Report hazardous conditions, and items in need of repair, for example, inoperative lights, broken windows or doors, torn carpets, leaking sinks, urinals or commodes, dead trees or shrubs to the COR in writing.
- F. Lock rooms in security areas after cleaning and return keys to the COR.
- G. Turn in lost and found articles to the COR.

**28. Carpet Shampooing using soil extraction method.**

**A. Semi annually:**

- (1) Public space: Carpeted lobbies, corridors, and stairways.
- (2) Rooms: All other carpeted space.

The COR will provide the contractor with a listing by room number and square footage/square meters of rooms to be shampooed. The contractor will submit a schedule for shampooing all carpeted space no later than ten days after receipt of the room listing form from the COR. This includes all option years.

**Quality Requirement:** All carpets will be clean, free of spots, spillages and removable stains. There will be no evidence of fuzzing caused by harsh rubbing or brushing.

**Note:** Any furniture, fixture or furnishing moved during the carpet shampoo programs will be placed in its original position. If necessary, non-absorbent pads or foil will be placed between the carpet and the furnishing. Any rust or stains resulting from the contractor's lack of carpet protection will be removed by the contractor or by the COR at

## ATTACHMENT J-2, CLEANING WORK AND QUALITY REQUIREMENTS

the contractor's expense. Carpet must be vacuumed prior to the arrival of the occupants.

(3) Carpet will be cleaned using the soil extraction method.

**Quality Requirements:** All traces of visible dirt, grime and soil will be removed from carpet. Carpets will be free of residue. Carpets all be vacuumed after cleaning and then brushed to restore flattened pile to its natural lay.

(4) Where it is necessary for the contractor to move furniture or furnishings, it will be done with extreme care and will be replaced to make the area ready for use during the official occupant hours.

**Quality Requirement:** Moving of duplicating equipment, computer equipment and similar type electric/electronic equipment will be coordinated with COR prior to cleaning of the carpet.

(5) **Scheduling:** The contractor will coordinate all carpet cleaning with the COR to ensure the occupants are kept advised of locations to be cleaned and to ensure adequate ventilation is provided during the cleaning and drying period. The COR must approve all carpet cleaning schedules. Cleaning operations will be scheduled on weekends to allow for thorough drying. Note: Drying time may be reduced if there is sufficient air circulation.

(6) **Equipment:** Suitable commercial or industrial equipment will be used to remove all foreign matter and loosed matted pile. A water pick-up vacuum will be used to remove moisture.

(7) **Treatment after cleaning:** Carpet will be vacuumed to remove all residual matter and again before the arrival of the occupants.

### **29. Solid Waste Disposal/Removal (Option)**

A. Furnish all necessary labor, equipment and supervision to provide solid waste disposal and/or removal services as outlined herein. Overflow of trash from containers shall be picked up from the floor of the area used to collect the solid waste.

**Quality Requirement:** All solid waste have been removed from the premises. There will be no overflow around containers.

B. Number of Containers Required and Schedule of Pick-up

<b><u>Number of Containers</u></b>	<b><u>Capacity of Containers</u></b>	<b><u>Container Pick-Up Schedule</u></b>
------------------------------------	--------------------------------------	--



1

10 cubic yards

Twice per week on  
Tuesday & Friday  
Between 10:00 PM and  
6:00 am.

C. Container Requirements: Recycle Program: The court will designate collection bins for the purpose of recycling program.

D. Container Location: Containers marked "Recycle" are located on each floor and in the loading dock.

E. Container Maintenance: Collect paper from containers marked "Recycle" and deliver it to the first floor loading dock collection container.

F. Disposal Facility: It is the desire of the Government that all solid waste collected as a requirement under this contract shall be removed from the premises and transported to a processing facility for the purpose of remanufacturing or recycling to the extent available. All solid waste not transported to a facility for remanufacture or recycling shall be disposed of only through a solid waste disposal facility that has been certified by the appropriate State Agency responsible for solid waste management, or by the Environmental Protection Agency.

### **30. Snow Removal**

A. Remove snow and ice from all entrances, steps and landing, sidewalks, vehicular courts parking areas and approaches before the building occupants report for work and/or as directed by the COR.

**Note:** Entrances, steps landings, sidewalks and approaches shall remain reasonably free of snow and ice throughout the normal work day.

B. The Contractor shall furnish the COR with a list of telephone numbers where either he or his authorized representative may be contacted 7 days per week at any hour of the day or night to provide required services.

C. The Contractor shall furnish the necessary tools, supplies and equipment, including heavy equipment, snow shovels and other items determined to be needed for the snow removal program.

D. Chemicals and/or sand shall be used to reduce safety hazards due to ice and snow. All chemicals used shall be in accordance with Federal Specifications, local codes and as approved by the COR.

## ATTACHMENT J-2, CLEANING WORK AND QUALITY REQUIREMENTS

**Note:** The Contractor shall be held responsible for all damage to grounds and landscape caused by the application of chemicals for ice and snow removal.

E. During regular hours that cleaning is performed with the approval of the COR, Contractor may divert his force, or such part thereof, from their normally assigned duties to meet the conditions as shown in A above. When these employees are no longer needed for the special work, they shall be directed by the contractor to return to their normal duties and the contractor shall not be penalized because the normal daily work which otherwise would have been performed during the interval has been neglected.

F. The Contractor shall maintain on-site sufficient materials, supplies and tools to ensure complete compliance considering the weather conditions of the locality. Suggested quantity should be coordinated with the COR.

### **31. Detention (Jail) Cells**

#### **A. Daily:**

1. Sweep and wet mop or scrub floor utilizing cleaner-disinfectant.
2. Clean all surfaces and fixtures to include water closets, urinals, shelving, wash basins, mirrors, etc., utilizing a cleaner-disinfectant.
3. Empty waste receptacles, replenish paper towels, soap, toilet paper and seat cover dispensers, etc.

**Quality Requirements:** The floors will be clean and free of dirt, water, streaks, marks, string, gum, grease, tar, etc., and present an overall appearance of cleanliness. All surfaces shall be dry and the corners clean. Porcelain fixtures and metal surfaces (was basins, urinals, toilets, shower stalls, etc.) will be clean and bright; there will be no dust, spots, stains, rust, green mold, encrustation, or excess moisture. All graffiti will be removed where possible. All supplies shall be provided and dispensers will be filled. Waste receptacles will be emptied and sanitary napkin dispensers emptied, cleaned, disinfected and new bags inserted.

### **32. Lawn, Ground Maintenance, Interior/Exterior Plant Work**

#### **A. Daily**

1. Remove trash and debris from grounds.

**Quality Requirement:** Shrub beds (mulched areas), sidewalks, gutters, recessed drain areas with grates, roadways, and other surfaces surrounding the building shall be free of leaves and other debris.

## ATTACHMENT J-2, CLEANING WORK AND QUALITY REQUIREMENTS

2. Plants, both indoor and outdoor, shall show no sign of excess dryness. Trees and shrubs shall show no sign of excess dryness.

**Quality Requirement:** Plants, both indoor and outdoor, shall be maintained in a manner which provides them with a healthy texture and color to the extent provided in C.3.3.2.

### **B. Weekly**

1. Mow lawns in accordance with the direction provided by the COR.

**Quality Requirement:** All grass shall present in a well groomed appearance at all times. All turf areas, driveways, parking areas, and sidewalks where grass trimmings are evident shall be clean and grass trimmings and other debris removed from the premises.

Disposal: Grass clippings, leaves, and other grounds debris shall be disposed of in accordance with Federal, State, interstate, and local regulations.

2. Trim around trees, shrubs, fences, monuments, flagpoles, walls, etc. (Trimming shall be accomplished each time the grass is cut). Trim shrubbery.

**Quality Requirement:** All grass growth shall have been removed from around appropriate areas and trimmed to the same height as for grass cutting. Shrubby shall present a well groomed appearance.

3. Control and/or eradicate weeds.

**Quality Requirement:** Weeds on building grounds shall be controlled or eliminated in order to present a neat, well-maintained appearance at all times.

4. Watering and treatment of indoor and outdoor plants and lawn.

**Quality Requirement:** Plants shall be maintained so as to have a healthy appearance so as to be free of insects and disease. Lawn areas and shrubs shall show no signs of excess dryness.

### **C. Monthly**

1. Trim all shrubbery and trees as required.

**Quality Requirement:** All shrubbery and trees shall be trimmed as often as necessary to present a neat and well groomed appearance at all times. Shrubs shall be pruned, using the best practice of the trade, of dead, diseased or damaged branches. Pruning

## ATTACHMENT J-2, CLEANING WORK AND QUALITY REQUIREMENTS

of trees shall be accomplished as directed by the COR. Wounds larger than 1" in diameter shall be painted with tree wound paint.

### **D. Services to be Performed as Required or as Directed to Maintain Quality Standards**

1. Edge around curbs, concrete walks, etc.

**Quality Requirement:** Grass adjacent to asphalt or concrete walks or driveways shall be controlled.

2. Rake and remove leaves as required.

**Quality Requirement:** Fence areas, shrub beds, flower beds, turf areas, sidewalks, gutters, roadways and other surfaces shall be free of leaves.

### **E. Semi-Annually**

1. Fertilize all lawn areas and shrubs.
2. All shrubbery areas and areas adjacent to trees shall be mulched twice annually, in spring and fall or as directed by the COR.

**Quality Requirement:** (Fertilizing Grass) The Contractor shall furnish and apply fertilizer twice annually in conjunction with herbicidal treatment. Areas to be fertilized shall be tested for soil condition and appropriate mixture applied following the best practice of the trade and manufacturer's instructions.

(Fertilizing shrubbery) All shrubbery shall be fertilized twice annually using 6-8-6 or 4-12-12 fertilizer. This shall be applied in the spring and around the shrubbery at the rate of 4 pounds per 100 square feet. Materials used shall not be allowed to get on the foliage and to accumulate around the main stem.

### **F. Annually**

1. Purchase and replace dead and/or diseased plants, trees and shrubs as directed by the COR.
2. Purchase and replace healthy plants, trees, and under a cost reimbursable basis, as directed by the Contracting Officer.

### **33. Pest Control (Optional).**

1. **Scope of Work:** Furnish services necessary to exterminate rodents and insects using only those pesticides which comply with the provisions of the Federal Insecticide,

## ATTACHMENT J-2, CLEANING WORK AND QUALITY REQUIREMENTS

Fungicide, and Rodenticide Act (7 U.S.C. 136 et. Seq.), Public Law 92-516 (86 Stat. 973), and the regulations issued thereunder.

Insect control is defined as those measures which are necessary to suppress crawling and flying insect populations, including arachnids, within the building and adjoining terrain of the Federal facility covered under this contract through the use of properly registered and labeled pesticide products and approved devices.

Rodent control is defined as those measure necessary to suppress populations of rats, mice, and/or any other mammalian species which becomes a pest within the building and all adjoining terrain of the Federal premises covered by this contract. Rat holes in the lawn and shrubbery shall be filled by the Contractor.

**Quality Requirement:** Programs for the control of rodents and insects shall be continually in effect. There shall be no obvious signs of any of these infestations.

**Exceptions:**

- a. Bat Control
- b. Bird Control
- c. Snake Control
- d. Termite Control (except swarming termites)
- e. Fumigation

**ATTACHMENT J-3, LIQUIDATED DAMAGES DEDUCTION SCHEDULE**

DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
<b>ROOM CLEANING - Cost per 90m2/1,000 Square Feet</b>					
General Office - Bare Floor or Carpet including class rooms and library space					
Daily Cleaning	8.89	9.33	9.80	10.29	10.80
Complete Cleaning	25.53	28.15	28.15	29.56	31.04
Health Units, Clinical, Labs	17.87	18.76	19.70	20.68	21.72
Active File Areas	2.28	2.40	2.52	2.64	2.78
Storage	2.50	2.63	2.76	2.90	3.04
Court and Jury Rooms	13.99	14.69	15.42	16.19	17.00
Judges Chambers	13.99	14.69	15.42	16.19	17.00
Postal Workroom	12.52	13.14	13.80	14.49	15.21
<b>FLOOR MAINTENANCE - Cost per 90m2/1,000 Square Feet</b>					
Spray Buff Corridors	16.36	17.18	18.04	18.94	19.89
Spray Buff Rooms	23.19	24.35	25.56	26.84	28.18
Spray Buff ADP Rooms	23.19	24.35	25.56	26.84	28.18
Spray Buff Health Units	23.19	24.35	25.56	26.84	28.18
Strip/Refinish Corridor/Lobby	105.18	110.44	115.96	121.76	127.85
Strip and Refinish Rooms	119.19	125.15	131.41	137.98	144.88
<b>LOBBIES AND CORRIDORS** - Cost per 90m2/1,000 Square Feet</b>					
Lobby/Entrance/Corridor Cleaning	2.10	2.20	2.31	2.43	2.55
Corridor Sweeping	2.36	2.48	2.60	2.73	2.87
Corridor Vacuuming	6.26	6.57	6.90	7.24	7.61
<b>MISCELLANEOUS - Cost per 90m2/1,000 Square Feet</b>					
High Cleaning	25.48	26.75	28.09	29.50	30.97
Garage Sweeping - Manual	5.01	5.26	5.52	5.80	6.09
Garage Sweeping - Machine	2.50	2.63	2.76	2.90	3.04
Garage Scrubbing	10.01	10.51	11.04	11.59	12.17
Garage Policing	3.26	3.42	3.59	3.77	3.96
Loading Dock Sweeping	5.01	5.26	5.52	5.80	6.09
Carpet Spot Cleaning	3.72	3.90	4.10	4.31	4.52
<b>OUTSIDE WORK - Cost per 90m2/1,000 Square Feet</b>					
Lawn Maintenance	3.22	3.38	3.55	3.73	3.91
Manual Sweeping	3.58	3.75	3.94	4.14	4.35
Machine Sweeping	2.50	2.63	2.76	2.90	3.04
Policing	3.26	3.42	3.59	3.77	3.96
<b>TOILETS - PER FIXTURE</b>					
Toilet Cleaning or Service	4.72	4.96	5.20	5.46	5.74
<b>DESCRIPTION</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>

# ATTACHMENT J-3, LIQUIDATED DAMAGES DEDUCTION SCHEDULE

<b>STAIRWAY/ELEVATOR - PER FLIGHT</b>					
Elevator Cleaning	10.01	10.51	11.04	11.59	12.17
Sweep and Dust Stairways	4.16	4.37	4.59	4.82	5.06
Mop Stairways	8.14	8.54	8.97	9.42	9.89
<b>PLATE GLASS - - Cost per 90m<sup>2</sup>/1,000 Square Feet</b>					
Plate Glass Cleaning	4.47	4.70	4.93	5.18	5.44
<b>VENETIAN BLINDS - PER BLIND</b>					
Venetian Blind Cleaning	11.18	11.73	12.32	12.94	13.58

**DEDUCTIONS FOR ALL OTHER (MISCELLANEOUS)** - Any omitted or unsatisfactory work not specifically listed below or which does not clearly fall into one of the above categories will be deducted at the hourly rate as indicated below, or the cost incurred by the Government in having the services performed by other means.

DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Deduction for Other Unsatisfactory Work or for Minimum Manhour	17.88	19.67	21.63	23.80	21.63
Deductions for Supervisory Manhours	11.13	12.24	13.47	14.81	16.29

Deductions for Snow Removal, Insect and Rodent Control, and Window Cleaning:

In instances where the contractor fails to provide the snow removal, insect and rodent control, and window washing services in accordance with the specifications, the Government will have the service performed by other means, and all costs incurred in connection therewith, including the Government's administrative costs, will be charged back to the Contractor.

\*\* Ash Receptacles, Drinking Fountains, Guard Desks, and telephone areas are included in the cleaning of lobbies, entrances, and corridors.

**SECTION J - LIST OF ATTACHMENTS**

---

**ATTACHMENT J-4**

**U.S. DEPARTMENT OF LABOR WAGE DETERMINATION**



**SECTION J - LIST OF ATTACHMENTS**

---

**LIST OF ATTACHMENTS**

- J-1** Building Information
- J-2** Cleaning Work and Quality Requirements
- J-3** Liquidated Damages Deduction Schedule
- J-4** U.S. Department of Labor Wage Determination 2005-2003 Rev No.4

WD 05-2003 (Rev.-4) was first posted on www.wdol.gov on 08/28/2007

\*\*\*\*\*  
\*\*\*\*\*

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

William W. Gross                      Division of  
Director                      Wage Determinations

Wage Determination No.: 2005-2003  
Revision No.: 4  
Date Of Revision: 08/21/2007

State: Alabama

Area: Alabama Counties of Bibb, Blount, Cullman, Fayette, Greene, Hale, Jefferson, Lamar, Marengo, Perry, Pickens, Shelby, St Clair, Tuscaloosa, Walker

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	12.97
01012 - Accounting Clerk II	20.01
01013 - Accounting Clerk III	20.46
01020 - Administrative Assistant	20.45
01040 - Court Reporter	16.05
01051 - Data Entry Operator I	12.05
01052 - Data Entry Operator II	14.81
01060 - Dispatcher, Motor Vehicle	16.05
01070 - Document Preparation Clerk	12.47
01090 - Duplicating Machine Operator	12.47
01111 - General Clerk I	11.88
01112 - General Clerk II	13.63
01113 - General Clerk III	16.52
01120 - Housing Referral Assistant	19.07
01141 - Messenger Courier	9.76
01191 - Order Clerk I	12.20
01192 - Order Clerk II	14.73
01261 - Personnel Assistant (Employment) I	17.24
01262 - Personnel Assistant (Employment) II	20.67
01263 - Personnel Assistant (Employment) III	24.58
01270 - Production Control Clerk	16.83
01280 - Receptionist	12.47
01290 - Rental Clerk	13.28
01300 - Scheduler, Maintenance	14.17
01311 - Secretary I	14.17
01312 - Secretary II	15.09
01313 - Secretary III	18.01
01320 - Service Order Dispatcher	14.72
01410 - Supply Technician	20.92
01420 - Survey Worker	15.06
01531 - Travel Clerk I	9.96
01532 - Travel Clerk II	10.80
01533 - Travel Clerk III	11.24
01611 - Word Processor I	12.47
01612 - Word Processor II	13.28

01613 - Word Processor III	16.05
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.39
05010 - Automotive Electrician	16.32
05040 - Automotive Glass Installer	15.42
05070 - Automotive Worker	15.42
05110 - Mobile Equipment Servicer	13.02
05130 - Motor Equipment Metal Mechanic	17.21
05160 - Motor Equipment Metal Worker	15.42
05190 - Motor Vehicle Mechanic	16.56
05220 - Motor Vehicle Mechanic Helper	13.05
05250 - Motor Vehicle Upholstery Worker	14.52
05280 - Motor Vehicle Wrecker	15.42
05310 - Painter, Automotive	16.32
05340 - Radiator Repair Specialist	15.42
05370 - Tire Repairer	11.71
05400 - Transmission Repair Specialist	17.21
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.09
07041 - Cook I	7.76
07042 - Cook II	8.79
07070 - Dishwasher	7.14
07130 - Food Service Worker	7.93
07210 - Meat Cutter	11.11
07260 - Waiter/Waitress	6.75
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.20
09040 - Furniture Handler	10.09
09080 - Furniture Refinisher	15.30
09090 - Furniture Refinisher Helper	11.84
09110 - Furniture Repairer, Minor	13.52
09130 - Upholsterer	14.58
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.64
11060 - Elevator Operator	8.00
11090 - Gardener	11.13
11122 - Housekeeping Aide	8.00
11150 - Janitor	8.49
11210 - Laborer, Grounds Maintenance	10.08
11240 - Maid or Houseman	7.29
11260 - Pruner	9.70
11270 - Tractor Operator	10.40
11330 - Trail Maintenance Worker	10.08
11360 - Window Cleaner	8.83
12000 - Health Occupations	
12010 - Ambulance Driver	12.67
12011 - Breath Alcohol Technician	14.56
12012 - Certified Occupational Therapist Assistant	18.99
12015 - Certified Physical Therapist Assistant	20.93
12020 - Dental Assistant	12.56
12025 - Dental Hygienist	22.69
12030 - EKG Technician	21.01
12035 - Electroneurodiagnostic Technologist	21.01
12040 - Emergency Medical Technician	13.21
12071 - Licensed Practical Nurse I	13.01
12072 - Licensed Practical Nurse II	14.56
12073 - Licensed Practical Nurse III	16.23
12100 - Medical Assistant	13.28
12130 - Medical Laboratory Technician	15.29
12160 - Medical Record Clerk	11.12

12190 - Medical Record Technician	13.54
12195 - Medical Transcriptionist	13.28
12210 - Nuclear Medicine Technologist	25.45
12221 - Nursing Assistant I	8.43
12222 - Nursing Assistant II	9.47
12223 - Nursing Assistant III	10.33
12224 - Nursing Assistant IV	11.60
12235 - Optical Dispenser	15.15
12236 - Optical Technician	12.11
12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	11.76
12305 - Radiologic Technologist	18.97
12311 - Registered Nurse I	21.67
12312 - Registered Nurse II	26.53
12313 - Registered Nurse II, Specialist	26.53
12314 - Registered Nurse III	32.42
12315 - Registered Nurse III, Anesthetist	32.42
12316 - Registered Nurse IV	38.46
12317 - Scheduler (Drug and Alcohol Testing)	18.03
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.27
13012 - Exhibits Specialist II	21.42
13013 - Exhibits Specialist III	25.39
13041 - Illustrator I	16.61
13042 - Illustrator II	20.57
13043 - Illustrator III	25.16
13047 - Librarian	22.11
13050 - Library Aide/Clerk	9.18
13054 - Library Information Technology Systems Administrator	19.97
13058 - Library Technician	12.16
13061 - Media Specialist I	14.38
13062 - Media Specialist II	16.09
13063 - Media Specialist III	17.93
13071 - Photographer I	14.12
13072 - Photographer II	15.77
13073 - Photographer III	19.55
13074 - Photographer IV	23.18
13075 - Photographer V	28.91
13110 - Video Teleconference Technician	16.78
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.43
14042 - Computer Operator II	16.21
14043 - Computer Operator III	19.81
14044 - Computer Operator IV	22.00
14045 - Computer Operator V	24.41
14071 - Computer Programmer I (1)	20.72
14072 - Computer Programmer II (1)	27.12
14073 - Computer Programmer III (1)	27.62
14074 - Computer Programmer IV (1)	27.62
14101 - Computer Systems Analyst I (1)	27.62
14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	14.43
14160 - Personal Computer Support Technician	22.00
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.29
15020 - Aircrew Training Devices Instructor (Rated)	34.23
15030 - Air Crew Training Devices Instructor (Pilot)	35.70
15050 - Computer Based Training Specialist / Instructor	29.28
15060 - Educational Technologist	21.18

15070 - Flight Instructor (Pilot)	35.70
15080 - Graphic Artist	21.06
15090 - Technical Instructor	19.15
15095 - Technical Instructor/Course Developer	23.42
15110 - Test Proctor	15.46
15120 - Tutor	15.46
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7.72
16030 - Counter Attendant	7.72
16040 - Dry Cleaner	9.49
16070 - Finisher, Flatwork, Machine	7.72
16090 - Presser, Hand	7.72
16110 - Presser, Machine, Drycleaning	7.86
16130 - Presser, Machine, Shirts	7.86
16160 - Presser, Machine, Wearing Apparel, Laundry	7.72
16190 - Sewing Machine Operator	10.02
16220 - Tailor	10.51
16250 - Washer, Machine	10.72
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	15.51
19040 - Tool And Die Maker	19.75
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.02
21030 - Material Coordinator	16.83
21040 - Material Expediter	16.83
21050 - Material Handling Laborer	11.20
21071 - Order Filler	10.05
21080 - Production Line Worker (Food Processing)	13.02
21110 - Shipping Packer	12.65
21130 - Shipping/Receiving Clerk	12.65
21140 - Store Worker I	9.18
21150 - Stock Clerk	12.92
21210 - Tools And Parts Attendant	13.02
21410 - Warehouse Specialist	13.02
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	19.00
23021 - Aircraft Mechanic I	17.90
23022 - Aircraft Mechanic II	19.00
23023 - Aircraft Mechanic III	20.12
23040 - Aircraft Mechanic Helper	13.06
23050 - Aircraft, Painter	16.48
23060 - Aircraft Servicer	14.91
23080 - Aircraft Worker	15.84
23110 - Appliance Mechanic	17.30
23120 - Bicycle Repairer	12.88
23125 - Cable Splicer	25.02
23130 - Carpenter, Maintenance	15.20
23140 - Carpet Layer	14.80
23160 - Electrician, Maintenance	18.50
23181 - Electronics Technician Maintenance I	20.93
23182 - Electronics Technician Maintenance II	22.17
23183 - Electronics Technician Maintenance III	23.39
23260 - Fabric Worker	14.59
23290 - Fire Alarm System Mechanic	16.58
23310 - Fire Extinguisher Repairer	13.50
23311 - Fuel Distribution System Mechanic	22.06
23312 - Fuel Distribution System Operator	17.83
23370 - General Maintenance Worker	15.14
23380 - Ground Support Equipment Mechanic	17.90
23381 - Ground Support Equipment Servicer	14.91

23382	- Ground Support Equipment Worker	15.84
23391	- Gunsmith I	13.50
23392	- Gunsmith II	15.69
23393	- Gunsmith III	17.90
23410	- Heating, Ventilation And Air-Conditioning Mechanic	16.75
23411	- Heating, Ventilation And Air Contdditioning Mechanic (Research Facility)	
17.45		
23430	- Heavy Equipment Mechanic	20.29
23440	- Heavy Equipment Operator	16.03
23460	- Instrument Mechanic	22.30
23465	- Laboratory/Shelter Mechanic	16.78
23470	- Laborer	10.79
23510	- Locksmith	16.32
23530	- Machinery Maintenance Mechanic	20.09
23550	- Machinist, Maintenance	18.05
23580	- Maintenance Trades Helper	13.35
23591	- Metrology Technician I	22.30
23592	- Metrology Technician II	21.52
23593	- Metrology Technician III	22.78
23640	- Millwright	17.88
23710	- Office Appliance Repairer	18.76
23760	- Painter, Maintenance	15.20
23790	- Pipefitter, Maintenance	17.68
23810	- Plumber, Maintenance	17.52
23820	- Pneudraulic Systems Mechanic	17.90
23850	- Rigger	19.48
23870	- Scale Mechanic	15.69
23890	- Sheet-Metal Worker, Maintenance	16.03
23910	- Small Engine Mechanic	15.13
23931	- Telecommunications Mechanic I	21.33
23932	- Telecommunications Mechanic II	25.85
23950	- Telephone Lineman	17.63
23960	- Welder, Combination, Maintenance	16.03
23965	- Well Driller	16.03
23970	- Woodcraft Worker	17.90
23980	- Woodworker	12.67
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	9.68
24580	- Child Care Center Clerk	13.91
24610	- Chore Aide	8.04
24620	- Family Readiness And Support Services Coordinator	12.15
24630	- Homemaker	19.50
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	21.27
25040	- Sewage Plant Operator	17.67
25070	- Stationary Engineer	21.27
25190	- Ventilation Equipment Tender	13.02
25210	- Water Treatment Plant Operator	17.45
27000	- Protective Service Occupations	
27004	- Alarm Monitor	13.87
27007	- Baggage Inspector	9.72
27008	- Corrections Officer	16.56
27010	- Court Security Officer	18.61
27030	- Detection Dog Handler	13.53
27040	- Detention Officer	16.56
27070	- Firefighter	20.70
27101	- Guard I	9.72
27102	- Guard II	13.53
27131	- Police Officer I	19.46
27132	- Police Officer II	21.62

28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	9.20
28042 - Carnival Equipment Repairer	9.51
28043 - Carnival Equipment Worker	7.58
28210 - Gate Attendant/Gate Tender	12.14
28310 - Lifeguard	11.90
28350 - Park Attendant (Aide)	13.83
28510 - Recreation Aide/Health Facility Attendant	9.91
28515 - Recreation Specialist	10.32
28630 - Sports Official	11.01
28690 - Swimming Pool Operator	16.45
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	16.93
29020 - Hatch Tender	16.02
29030 - Line Handler	16.02
29041 - Stevedore I	14.59
29042 - Stevedore II	18.09
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	32.97
30011 - Air Traffic Control Specialist, Station (HFO) (2)	22.73
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.03
30021 - Archeological Technician I	15.25
30022 - Archeological Technician II	17.07
30023 - Archeological Technician III	21.09
30030 - Cartographic Technician	22.17
30040 - Civil Engineering Technician	18.68
30061 - Drafter/CAD Operator I	15.25
30062 - Drafter/CAD Operator II	17.07
30063 - Drafter/CAD Operator III	20.80
30064 - Drafter/CAD Operator IV	22.17
30081 - Engineering Technician I	14.85
30082 - Engineering Technician II	16.67
30083 - Engineering Technician III	18.65
30084 - Engineering Technician IV	23.10
30085 - Engineering Technician V	28.25
30086 - Engineering Technician VI	34.18
30090 - Environmental Technician	22.51
30210 - Laboratory Technician	19.79
30240 - Mathematical Technician	23.13
30361 - Paralegal/Legal Assistant I	18.27
30362 - Paralegal/Legal Assistant II	22.65
30363 - Paralegal/Legal Assistant III	27.70
30364 - Paralegal/Legal Assistant IV	33.51
30390 - Photo-Optics Technician	23.13
30461 - Technical Writer I	
30462 - Technical Writer II	19.71
30463 - Technical Writer III	23.85
30491 - Unexploded Ordnance (UXO) Technician I	20.95
30492 - Unexploded Ordnance (UXO) Technician II	25.35
30493 - Unexploded Ordnance (UXO) Technician III	30.39
30494 - Unexploded (UXO) Safety Escort	20.95
30495 - Unexploded (UXO) Sweep Personnel	20.95
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	20.79
30621 - Weather Observer, Senior (2)	23.10
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.40
31030 - Bus Driver	13.42
31043 - Driver Courier	12.08
31260 - Parking and Lot Attendant	8.29
31290 - Shuttle Bus Driver	14.05

31310 - Taxi Driver	9.97
31361 - Truckdriver, Light	14.05
31362 - Truckdriver, Medium	17.60
31363 - Truckdriver, Heavy	18.72
31364 - Truckdriver, Tractor-Trailer	18.72
99000 - Miscellaneous Occupations	
99030 - Cashier	9.27
99050 - Desk Clerk	9.68
99095 - Embalmer	20.95
99251 - Laboratory Animal Caretaker I	10.87
99252 - Laboratory Animal Caretaker II	13.13
99310 - Mortician	19.26
99410 - Pest Controller	13.74
99510 - Photofinishing Worker	12.80
99710 - Recycling Laborer	12.63
99711 - Recycling Specialist	14.40
99730 - Refuse Collector	11.87
99810 - Sales Clerk	11.27
99820 - School Crossing Guard	8.36
99830 - Survey Party Chief	18.22
99831 - Surveying Aide	11.07
99832 - Surveying Technician	15.19
99840 - Vending Machine Attendant	13.16
99841 - Vending Machine Repairer	15.92
99842 - Vending Machine Repairer Helper	13.16

---

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.16 per hour or \$126.40 per week or \$547.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered



overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.